

MUSEUM REGISTRAR

DEFINITION: Under general supervision, performs work of moderate difficulty involved with the acquisition, accession, deaccession, records, management, and disposition of museum collections; maintains records of legal protection, safety, insurance coverage, handling, transporting, control and storage of collections and archival materials; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops and coordinates collections management procedures; creates, organizes, and maintains a registration system for museum's legal document retrieval system and files associated with acquisition, accession and deaccession records, catalogs, loans and museum inventories; coordinates all aspects of borrowing and lending and makes shipment arrangements; identifies, categorizes, and describes cultural items in the museum's permanent collection including catalog cards and accession records.

Registers and assigns accession and catalog numbers to all objects; oversees packing, movement and shipping of objects to conform with insurance regulations; observes unpacking of objects acquired by museum through gifts, purchase, or loan to determine that damage or deterioration to objects has not occurred; composes concise descriptions of objects, records, descriptions onto file cards and in collection catalogs; prepares acquisition reports; inventories collections; monitors museum galleries and maintains security measures for collections; plans, prepares and installs new exhibits; attends meetings, conferences and workshops.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of pertinent museum preservation.
Knowledge of cultural resources management laws and policies.
Knowledge of museum registration techniques.
Knowledge of manual and automated filing and coding systems.
Knowledge of the Navajo culture, traditions, and philosophies.
Skill in understanding and following oral and written instructions.
Skill in establishing and maintaining effective working relationships.
Skill in the use of standard office equipment (e.g. computer, calculator, facsimile, telephone, etc.)
Skill in appreciating and explaining the Dine culture.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary work in an office environment for most of the work day, but does include periodic need for the movement of moderately heavy objects.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Anthropology, Museum Science, Curatorial Science, or related field; and two (2) years experience performing museum curatorial, administrative or research functions; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.